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PUBLIC INSTRUCTION

**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMO #5**

TO: Family Day Care Home Sponsors

FROM: Julie Stark, Supervisor  
Child and Adult Care Food Program

DATE: March 4, 2005

SUBJECT: **Meal Attendance Requirements**

The 2<sup>nd</sup> Interim Rule, Child and Adult Care Food Program: Improving Management and Program Integrity, includes a revision to meal attendance requirements for day care homes.

7 CFR 226.15 (e) (4) states in part *".....At a minimum, the following records shall be collected and maintained: ..... (4) Daily records indicating the number of participants in attendance and the daily meal counts, by type (breakfast, lunch, supper, and snacks), served to family day care home participants, ..... State agencies may require family day care homes to record meal counts at the time of service only in day care homes providing care for more than 12 children in a single day, or in day care homes that have been found seriously deficient due to problems with their meal counts and claims."*

Effective immediately, the Michigan Department of Education (MDE) will no longer require day care homes to record meal attendance at the point of service unless the provider cares for more than 12 children in a single day or the provider was found to be seriously deficient due to problems with their meals counts and claims.

MDE recommends all providers record meal attendance at meal time but at a minimum, day care home providers must record meal attendance and menus no later than the end of the day the meal or snack is served. Exception: providers who care for more than 12 children in a single day or found to be seriously deficient due to problems with their meals counts and claims must record meal attendance at the time the meal/snack is served.

Please inform your staff and providers of this change.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324